



MQBS2010

Enhancing Employability Skills

Session 2, Online-scheduled-weekday 2026

Macquarie Business School Faculty level units

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit convenor

Jennifer Ruskin

jennifer.ruskin@mq.edu.au

Contact via email

628, 4 Eastern Rd

Tuesdays 12-1pm or by appointment

Credit points

10

Prerequisites

50cp at 1000 level or above

Corequisites

Co-badged status

Unit description

This unit provides opportunities to develop your professional identity and map next steps in your career. You will reflect on what you have learned so far about the practice of your discipline(s). Based on (1) your own preliminary career planning, (2) self-assessment of your values, attributes and skills and (3) an understanding of valuable skills in the future of work, you will identify, explore and practice skills, such as self-awareness, communication and having an inclusive mindset, to enhance your employability.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Self-assess values, skills and attributes relevant to career planning.

ULO2: Develop communication, relationship management and leadership skills in a team environment.

ULO3: Critique opportunities associated with an inclusive mindset and global citizenship.

General Assessment Information

In-class activities and assessments (expectations):

- You are expected to participate in the lecture and tutorials each week throughout the session.
- Active engagement in lectures and tutorials will enhance your chances of success in the unit. All three assessment tasks require you to reflect on or apply what you learned during class time.
- Please do not submit a request for special consideration for missed classes. It would be automatically declined as neither attendance nor participation are marked. Instead, ask the virtual peer, your actual peers or your tutor to learn what you missed.
- If you have a serious commitment that will prevent you from participating in lectures and tutorials, please consider withdrawing from the unit and re-enrolling in a different session when you can engage in class.

Late Submission Penalties

If you submit your assessment late, 5% of the total possible marks will be deducted for each day (including weekends), up to 7 days. Submissions more than 7 days late will receive a mark of 0.

Example 1 (out of 100): If you score 85/100 but submit 20 hours late, you will lose 5 marks and receive 80/100.

Example 2 (out of 30): If you score 27/30 but submit 20 hours late, you will lose 1.5 marks and receive 25.5/30.

Submission time for all written assessments is set at 11:55pm. A 1-hour grace period is provided to students who experience a technical concern.

Extensions

Automatic short extension: Some assessments are eligible for automatic short extension. You can only apply for an automatic short extension before the due date.

Special consideration: If you need more time due to serious issues and for any assessments that are not eligible for short extension, you must apply for special consideration. Need help? Review the [Special Consideration](#) page for further details.

Assessment Tasks

Name	Weighting	Hurdle	Due	Groupwork/Individual	Short Extension	AI Approach
Skills development: Professional development reflection	30%	No	30/08/2026	Individual	Yes	Open
Professional practice: Job application portfolio	40%	No	20/09/2026	Individual	Yes	Open
Skills development: Training activity	30%	No	Submit plan by 2 Nov; facilitate in week 13 class	Individual and Group	No	Observed

Skills development: Professional development reflection

Assessment Type ¹: Reflection task

Indicative Time on Task ²: 20 hours

Due: **30/08/2026**

Weighting: **30%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open

The purpose of this assessment is for you to identify areas of strength and skills for further development, much like you would when preparing for a professional development review with a workplace supervisor.

You will reflect on your professional development after participating in a team-based professional work simulation in class.

Skills in focus:

- Collaboration and communication
- Global, ethical and environmental citizenship
- Work readiness

Deliverable(s): Reflection [max. 750 words]

Individual assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.
- Critique opportunities associated with an inclusive mindset and global citizenship.

Professional practice: Job application portfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 35 hours

Due: **20/09/2026**

Weighting: **40%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open

The purpose of this assessment is for you to develop materials and skills you can use when applying for internships and professional roles.

You will develop elements of a job application portfolio consistent with your personal brand.

Skills in focus:

- Collaboration and communication
- Work readiness
- Digital skills

Deliverable(s): Portfolio of job application materials

Individual assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.

Skills development: Training activity

Assessment Type ¹: Creative task

Indicative Time on Task ²: 30 hours

Due: **Submit plan by 2 Nov; facilitate in week 13 class**

Weighting: **30%**

Groupwork/Individual: Individual and Group

Short extension ³: No

AI Approach: Observed

The purpose of this assessment is for you to work with a team to consolidate and share your

learning from the unit.

You will pick one area of development and work with a team to develop a training activity to share your learning with peers.

Skills in focus:

- Collaboration and communication
- Work readiness
- Critical thinking and problem solving
- Global, ethical and environmental citizenship

Deliverable(s): Facilitate training activity during class based on training activity plan.

Individual and group assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.
- Critique opportunities associated with an inclusive mindset and global citizenship.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- [Academic Success](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation.

³ An automatic short extension is available for some assessments. Apply through the [Service Connect Portal](#).

Delivery and Resources

Interactive lecture and tutorials

Each week, your learning begins with a 1.5-hour interactive lecture introducing the week's topic. This is followed by your weekly 1.5-hour tutorial, in which you'll practice or apply what you learned in the lecture. Learning in this unit depends on active engagement in class.

Lectures and tutorials begin in week 1.

Unit Schedule

Week	Topic
1	Introduction
2	How to shine in assessment centres
3	WIL simulation 1: Defining the project
4	WIL simulation 2: Developing solutions
5	WIL simulation 3: Pitching your solution
6	Future of work
7	Showcasing your personal brand on LinkedIn
8	Personal brand and your CV
9	Interview with confidence
10	Networking event
11	Value of diversity in teams
12	Developing global citizenship
13	Communicating for success

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit connect.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Academic Success

[Academic Success](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Ask a Study Coach](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)

- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), or contact [Service Connect](#).

IT Help

For help with University computer systems and technology, visit <https://students.mq.edu.au/support/technology/service-desk>.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Unit information based on version 2026.04 of the [Handbook](#)